



Foundation Skills

(Skills & Qualities that underlie Competencies)

1.) Basic Skills:



- Reading
- Writing
- Arithmetic & Mathematics
- Speaking & Listening

2.) Thinking Skills:



- Ability to Learn, Reason, & Think Creatively
- Make Decisions
- Solve Problems

3.) Personal Qualities:



- Individual Responsibility
- Self-Esteem and Self-Management
- Sociability
- Integrity

5.) Information:



- Acquire & Evaluate Data
- Organize & Maintain Files
- Interpret & Communicate
- Use Computers

Opportunity



Workplace Competencies

(Skills Necessary for Workplace Success)



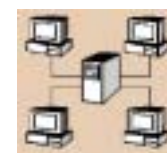
1.) Resources:

- Manage Time, Money, Materials, Space & Staff



2.) Interpersonal Skills:

- Team Work
- Teach Others
- Serve Customers
- Work with Diversity
- Negotiate
- Lead



3.) Technology:

- Select Equipment & Tools
- Apply Technology to Specific Tasks
- Maintain & Troubleshoot Equipment

4.) Systems:

- Understand Social, Organization & Technological Systems
- Monitor & Correct Performance
- Design or Improve Systems

